King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.03.041, **Employee Leave Use**		Approved By:	Director Allen Nance
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		Reviewed By:	PRC, HR
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Purpose
To establish guidelines regarding employee use of vacation and/or sick leave.

Policy
It is the policy of the department to establish procedures in the use of vacation and/or sick leave.

References
Department Policies: 1.03.001, Administer Leave Benefit
King County Form: King County Absence Request (1394)
Other: King County Personnel Guidelines Sections:
14.3. Vacation
14.4. Leave for Employee Illness and Family Reasons
Collective Bargaining Agreements

A. General Guidelines

1. Information outlined in this policy will be adhered to unless the employee's current collective bargaining agreement conflicts with policy in which case the CBA shall supersede. Refer to Collective Bargaining Agreements for specific leave applications. Where the agreement is silent or where there is no agreement, refer to the King County Personnel Guidelines, Sections 14.3 Vacation Leave and 14.4 Leave for Employee Illness and Family Reasons.
2. Per King County Personnel Guidelines, Section 14.3 Vacation Leave, vacation leave may not be used before it is accrued.
3. Per King County Personnel Guidelines, Section 14.3 Vacation Leave, vacation leave will accrue from date of hire.
4. Per King County Personnel Guidelines, Section 14.4 Leave for Employee Illness and Family Reasons, an employee is not entitled to use sick leave if not previously earned.
5. Per King County Personnel Guidelines, Section 14.4 Leave for Employee Illness and Family Reasons, sick leave shall not begin to accrue until the first of the month following the month in which the employee commenced employment.

6. Vacation leave in excess of one day should be scheduled and approved at least two weeks in advance.
7. Vacation leave for one day or less should be scheduled and approved three days in advance or as designated by the applicable collective bargaining agreement. Emergencies will be considered at the discretion of the unit administrator, division director, or designee.
8. Employees shall submit a King County Absence Request Form (1394) when requesting leave.

B. Vacation Leave Usage

1. An employee requesting leave shall forward a King County Absence Request form to their administrative sergeant/scheduling supervisor, unit administrator, division director, or designee. This request should be submitted three days in advance of the absence or as designated by any applicable collective bargaining agreements.
2. If there is an emergency or it is not unduly burdensome to the department's operations, the request may be approved if submitted in less than three days.
3. The administrative sergeant/scheduling supervisor, unit administrator, division director, or designee shall authorize the leave by signing the King County Absence Request and forwarding copies to the employee and the unit's timekeeper.
4. The unit's timekeeper shall process the request.
5. Department staff shall not take the leave until they have received either verbal or written authorization from the administrative sergeant/scheduling supervisor, unit administrator, division director, or designee.
6. Written authorization shall be in the form of a signed copy of the King County Absence Request given by the administrative sergeant/scheduling supervisor, unit administrator, division director, or designee.
7. Employees who received verbal authorization for an absence shall be responsible for completing and submitting a King County Absence Request Form to the administrative sergeant/scheduling supervisor, unit administrator, division director, or designee who verbally authorized the leave on the first day after returning from an absence.

C. Sick Leave Usage

1. If the need for sick leave is related to an approved FMLA/KCFML condition, when calling in to notify the department employees are required to provide the following information: 1) Employee's name, 2) Clearly identify if need for leave is "FMLA for Self" or "FMLA for family"; 3) Date(s) FMLA/KCFML leave is needed.
   a. Employees must notify the department at the time of their call-in if their leave is due to an approved FMLA/KCFML condition.
3. Employees shall complete and submit a King County Absence Request form to their administrative sergeant/scheduling supervisor, shift commander, or unit administrator on the first workday or within 24-hours after returning from an absence.
4. If the need for leave is foreseeable, an employee planning to take FMLA or KCFML leave should make a reasonable effort to notify their supervisor or designee within thirty (30) calendar days in advance so as not to disrupt department operations.
5. There is no limit to the amount of sick leave employees may accrue.

6. Employees are responsible for ensuring that they have sufficient leave for any absence requested.
7. Employees shall not use sick leave before it is accrued.

D. Sick Leave Usage Procedure:

1. Employees requesting sick leave the day of the shift should call the Shift Commander's office, Unit Administrator, Division Director or Designee no less than two hours prior to the start of the shift, unless impracticable to do so. In the event it is practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice.
2. After un-anticipated absences, employees shall complete and submit a King County Absence Request form (1394) to their Administrative Sergeant, Shift Commander or Supervisor or update the leave entry in RMS EI as applicable, on the first workday after returning from an absence.
    a. In accordance with RCW 49.46.210, for absences exceeding three (3), unless otherwise stated in a CBA in which case the CBA would supersede, consecutive days in which the employee is required to work, employes may be required to provide written documentation from their health care provider for any sick leave absence.
3. For an anticipated use of sick leave, employees should submit a King County Absence Request form (1394) to their Administrative Sergeant, Shift Commander or Unit Administrator as soon as they are able to, after scheduling any appointment(s) requiring the use of leave.
4. Employees may be eligible to use up to three days of their accrued sick leave each year to perform volunteer services at a local school, or at a non-profit on the approved list for the Employee Giving Program. Eligible employees must obtain approval in advance by submitting the request through the normal leave process.
5. When approved by the Facility Commander/Division Director/Designee, an employee who has exhausted all sick leave may use other available leave before going on leave without pay. When such leave use is anticipated, authorization must be requested in advance.